| TRANSMITTAL SLIP | DATE |
|---|---|

**TO:**
Protocol Branch

| ROOM NO. | BUILDING |
|---|---|
| 7E31 | HQS |

**REMARKS:**

**FROM:**

| ROOM NO. | BUILDING | EXTENSION |
|---|---|---|

FORM NO. 241   REPLACES FORM 36-8
1 FEB 55   WHICH MAY BE USED.   (47)

**2 8 AUG 1984**

MEMORANDUM FOR: Director of Data Processing

STAT     FROM:

Acting Executive Secretary, Honor and Merit Awards Board

STAT     SUBJECT:     Certificate of Merit –

STAT

1. I am pleased to note that you have approved award of the Certificate of Merit to _____ in recognition of his exceptional achievements for the Agency. Please inform him of the award, of the security provisions governing it as set forth in the attached memorandum from the Security Advisor, Honor and Merit Awards Board, and advise him that the Protocol Branch, Office of Personnel, will contact him to arrange presentation of the award.

2. We are committed to present awards as soon as possible after their approval. When you have contacted the awardee, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and a telephone number on which the awardee can be reached.

STAT

Attachments

STAT